

Office of Collection and Dissemination

ADMINISTRATIVE STAFF

MISSION

The Administrative Staff is responsible for providing administrative and related support for the Office of Collection and Dissemination.

FUNCTIONS

Within its field of responsibility, the Administrative Staff shall:

1. Plan and coordinate personnel administration activities in OCD, including such matters as procurement, assignment, utilization, transfer and promotion, and employee relations.
2. Establish administrative procedures to implement OCD and Agency policies and directives.
3. Coordinate budgetary requirements for the various OCD activities; plan and develop annual budget estimates for the Office.
4. Implement and control the day-to-day financial program in OCD in coordination with the Office of the Comptroller.
5. Prescribe and implement internal security procedures.
6. Direct the procurement, assignment, and maintenance of supplies, equipment, space, and all general services required by OCD activities.